Date: August 31, 2001

Letter To: All Medicare Managed Care Organizations

Subject: New HPMS Modules -- **Information**

The Centers for Medicare & Medicaid Services (CMS) is pleased to announce the implementation of two new modules in its Health Plan Management System (HPMS). These modules support CMS' marketing and monitoring processes and are now available to managed care organizations.

The Marketing module will allow MCOs to view marketing material submitted to their respective regional office, track the progress of the review process, and generate reports. MCOs *will not* be able to update information in the marketing module.

The Monitoring module provides MCOs the ability to view and respond to findings and notes directly in the system. At this time, MCOs *will* be able to input responses (i.e., CAPs) to findings and notes, but *will not* be able to update findings or notes.

A brief overview of the Marketing and Monitoring modules will be presented at the Enrollment & Payment conference scheduled for September 24 –26, in Baltimore. If you do not plan to attend that conference or would like training prior to that date, please contact your Regional Office Plan Manager for a "walkthrough" of the Marketing module. Since Monitoring findings are only available for the more current reviews, there may be no data in HPMS for your organization. Once findings have been posted to HPMS, regional offices will provide your staff with appropriate training on the Monitoring module.

Obtaining Access to the HPMS Marketing and Monitoring Modules

All MCO users that have already obtained HPMS access for other functions, such as for the Adjusted Community Rate Proposal (ACRP) or Physician Incentive Plan (PIP) processes, will have access to the new Marketing and Monitoring modules by default.

If you need to obtain HPMS access for the Marketing and Monitoring modules, you must complete the attached (Attachment A) *Application for Access to CMS Computer Systems* form dated July 2001. Please complete each section as described in the form's instructions, including signing and dating the Privacy Act Advisory Statement.

In Section 3a, you must write "HPMS" as the application and place a check in the P, or production, column.

If you would like to obtain HPMS access to <u>only</u> the new Marketing and Monitoring modules (i.e., no access to the ACRP, PIP, or other modules), you can do so by writing "To access the HPMS marketing and monitoring modules only" in Section 4. If you do not include this statement in Section 4, you will receive access to all HPMS modules that are available to MCO users.

Completed forms must be mailed to Don Freeburger at:

Centers for Medicare & Medicaid Services
<u>Attention</u>: Don Freeburger
7500 Security Boulevard
Mail stop Central 4-14-21
Baltimore, Maryland 21244-1850

<u>HPMS Web Browser Requirements</u>

The HPMS will require Microsoft Internet Explorer 5.0 or higher as the browser standard. It is recommended that you upgrade to the most recent production version of the Internet Explorer browser. MCOs may download the free browser upgrade from the Microsoft web site at the following URL:
http://www.microsoft.com/windows/ie/default.htm.

If you have any questions concerning these modules, please direct them to the HPMS workgroup member in your region. A list of those individuals is attached for your convenience (Attachment B). If you have questions concerning HPMS Access or Web browser requirements, please feel free to contact Don Freeburger at either 410-786-4586 or DFreeburger@cms.hhs.gov.

Sincerely,

/s/

Gary A. Bailey
Director
Healthplan Benefits Group

Attachments (2)

cc: RO HMO Managers
        American Association of Health Plans
        Health Insurance Association of America
        Blue Cross Blue Shield Association

Application for Access to CMS Computer Systems

For your convenience, the Application for Access to CMS Computer Systems form is attached as an Adobe Portable Document Format (PDF) file.

The Application for Access to CMS Computer Systems form is also available through the *Internet at* http://www.hcfa.gov/mdcn/hdcidform.htm.

HPMS Workgroup
Regional Office Representatives

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